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Approved For Release 2005/11/23 : CIA-RDP80B01495R000400080038-2

28 February 1968

MEMORANDUM

SUBJECT: Briefing Schedule for New Inspector General

1. Mr. Gordon Stewart, the Agency's Inspector General designate, has requested short briefings from the chiefs of most major Intelligence Directorate elements during the week of 4 March.

2. The purpose of the sessions will be to permit Mr. Stewart to get an idea of the scope of the work being done by each of the organizations, together with an impression of their characteristic problems.

3. The briefings should be given in the offices of the unit chief concerned. Mr. Stewart will be unaccompanied. It is suggested that the briefings not exceed an hour, although Mr. Stewart leaves this to the briefing officer's judgment.

4. The briefing schedule, which is set forth below, has been cleared informally with each unit chief concerned.

a. Monday, 4 March

1100 - Office of Strategic Research,
Director - Mr. Bruce Clarke
Room 3F30, Headquarters

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1430 - Central Reference Service,
Director - Mr. John Vance
Room 2E60, Headquarters

b. Tuesday, 5 March

1130 - Information Requirements Staff,
Acting Chief - Mr. Herbert Jenne
Room 7G00, Headquarters

1500 - Office of Basic and Geographic
Intelligence, Director - Mr. James
Brammell

[REDACTED]

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c. Wednesday, 6 March

1000 - Foreign Broadcast Information
Service, Director - Mr. Roger
Seely

[REDACTED]

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1430 - Special Research Staff/Coordinator
for Academic Relations, Chief -

[REDACTED]

Room 4G39, Headquarters

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d. Thursday, 7 March

1000 - Imagery Analysis Service,
Director - Mr. Howard Stoertz

[REDACTED]

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1100 - National Photographic Interpreta-
tion Center, Director - Mr. Arthur
Lundahl

[REDACTED]

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5. If it should be necessary to make adjustments in the above schedule, please notify in the Inspector General's office, extension

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Chief, DDI Executive Staff

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FILE: IG

Approved For Release 2005/11/23 : CIA-RDP80B01495R000400080

DATE: 8 March 1968

TO: Mr. Proctor
Mr. Smith

FROM: Karl

SUBJECT: OCI and OER Briefings for
Gordon Stewart

REMARKS:

Gordon Stewart has now requested briefings by the Directors of OCI and OER to complete his program of familiarization with the major elements of the Intelligence Directorate before assuming his post of Inspector General on 2 April. I have scheduled Ed Allen for 1000 on 13 March and OCI for 1100 on 14 March.

This looks OK. ED

*I discussed this
w/ Stewart at a
private party & approve.
EJ*

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FILE-IG
DATE: 4 March 1968

TO: Mr. Smith

FROM: Karl

SUBJECT: Orientation Briefings for New
Inspector General

REMARKS:

Gordon Stewart has requested a series of short orientation briefings with the heads of all major Directorate components except OCI and OER. (His memo is attached)

We prepared a briefing schedule (attached) which starts today and runs through this week. Gordon may have worked out some subsequent changes as his own schedule filled up.

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